



**DEPARTMENT OF HUMAN RESOURCES**  
**SENIOR & DISABLED SERVICES DIVISION**  
**500 Summer Street NE**  
**Salem, Oregon 97310-1015**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_

**SDSD Administrator/Deputy/  
Assistant Administrator**

**INFORMATION MEMORANDUM**

**SDSD-IM-00-16**

**Date: February 1, 2000**

**TO:** AAA Program Managers and SDSD District Managers

**SUBJECT:** SDSD Client-Employed Provider System Payments  
DHS Internal Audit

**INFORMATION:** DHS Internal Audit Section is conducting an audit of the CEP Payment System during the months of February and March 2000. Field and Central Office contacts will be made to determine the following:

- ! compliance with DAS and Treasury requirements
- ! reviewing adequacy of controls, including transaction authorization
- ! criteria used to grant system access
- ! security of checks
- ! reconciling or interfacing with the State Financial Management System (SFMS)

Field office contacts will include:

- ! reviewing supporting documentation for sample transactions (six month period ending 12/99)
- ! testing internal control processes (check stock security, system access and privileges)
- ! analyzing processing for "best practices".

Please provide necessary access to the DHS auditors and allow the auditors an opportunity to discuss work practices with staff. At this time, offices have not been identified for this audit. As soon as DHS Auditors have determined possible locations for review (if they provide us with the information) we will contact your offices.

**CONTACT PERSON:** Cathy Cooper

**CONTACT NUMBER:** (503) 945-5940

**FAX NUMBER:** (503) 373-7902